



IDENTIFICATION

| Department | Position Title | |
|--------------------------------|--------------------------|---------------------------|
| Industry, Tourism & Investment | Administrative Assistant | |
| Position Number(s) | Community(s) | Division/Region(s) |
| 63-14350 | Inuvik | Petroleum Resources |

PURPOSE OF THE POSITION

The Administrative Assistant provides confidential administrative and skilled secretarial support to the Director to ensure effective administrative operation of the Division.

SCOPE

The Administrative Assistant reports to the Director, Petroleum Resources. The position functions as the key secretarial support in a Division with a staff complement of nine people.

The Administrative Assistant works independently within established procedures for the position. In accordance with the Government of the Northwest Territories' (GNWT's) Acts, regulations, policies and departmental procedures, the incumbent keeps track of all correspondences forwarded for processing, and ensures that documents prepared by the Division comply with GNWT standards. The Administrative Assistant is responsible for coordinating, editing and reviewing documents produced to ensure completeness and accuracy.

The Administrative Assistant is the first point of contact for the Director's office with the public, and is frequently called upon to exercise judgment with regard to knowing when to forward phone calls, what meetings take precedence, and what commitments to make on the Director's behalf. The Administrative Assistant is relied upon to ensure that all requests for meetings are appropriately addressed, and to ensure that background documentation is available when meetings are scheduled.

The Administrative Assistant is responsible to provide logistical support to Divisional Managers for sectoral promotional activities.

Decisions resulting in poor quality of work, delays in meeting deadlines and errors made in performing duties could create embarrassment for the organization. Breaches of confidentiality and/or the provision of inaccurate/incorrect information can have serious legal implications.

RESPONSIBILITIES

- 1. Provides administrative support to the Division, ensuring all functions are achieved within set deadlines and in adherence with government policies and procedure by:**
 - Typing correspondence, reports, briefing notes, responses to oral and written questions, statements, cabinet and Financial Management Board (FMB) submissions and papers using approved formats and ensuring complete accuracy.
 - Proof-reading, correcting spelling and formatting errors and redrafting correspondence as required.
 - Formatting, printing and distributing briefing notes, responses to Ministerial questions, letters, reports, surveys, questionnaires, publications and presentations as required.
 - Composing acknowledgements, interim replies and responses to correspondence as required.
 - Maintaining chronological letters and files for the Division according to standard procedures.
 - Maintaining a Bring Forward (BF) system for the Division ensuring tasks are completed when required.
 - Sorting, opening and logging incoming mail for the Division and makes special courier arrangements as required.
 - Assisting with the preparation and updating of manuals, presentation materials and briefing books.

- 2. Provides front-end receptionist support and coordinates appointments and office processes for the Division by:**
 - Greeting visitors, answering any routine questions they may have and directing them to the appropriate person in the Division ensuring coverage when required.
 - Answering the Division's telephones, answering basic questions, taking messages and redirecting calls as required.
 - Maintaining a leave and attendance record for the Division.
 - Coordinating arrangements for appointments, meetings and conferences.
 - Recording and preparing minutes for the Director as required.
 - Making travel plans for the Division, including obtaining proper approvals, booking travel, accommodations and all related financial transactions and paperwork.
 - Coordinating requests and resolving problems related to the Division's telephones, computers, printers and other electronic equipment.
 - Coordinating and monitoring the purchase of office supplies.
 - Liaising and collaborating with the Assistant Deputy Minister's Executive Secretary, the Deputy Minister's Executive Secretary and the Senior Advisor to resolve issues and facilitate internal and external departmental support.

- Providing advice and assistance to casual staff on office procedures.
- 3. Provides records management and maintenance for the Division's files, amending and updating the system as required and ensuring compliance with GNWT legislation by:**
- Ensuring that documents are correctly filed according to the proper file management system and records management schedule and that proper security is in place.
 - Creating new files, closing dated files and preparing files for disposition according to the correct schedule and process for the file.
 - Entering documents into computerized records management system and maintaining on-line file lists.
- 4. Provides logistical support to the Division for sectoral promotional activities by:**
- Arranging for, and when necessary setting-up, meeting space, conference venues, shipment of materials, ordering supplies, catering, organizing speakers and participants, etc.

KNOWLEDGE, SKILLS AND ABILITIES

- Proven knowledge of office and administrative procedures.
- Proven interpersonal skills and the ability to communicate effectively both orally and in writing.
- Proven ability to work in a fast-paced environment while maintain a high and accurate level of work.
- Knowledge of and ability to use MS Operating Systems, MS Office, Internet and Email applications.
- Knowledge of basic records management and policies and procedures including records disposition, standards and classification systems.
- Ability to assume responsibility without direct supervision and ability to exercise initiative and judgment.
- Proven organization skills and ability to provide a high-level of service to both the employer and the public.
- Ability to use tact and diplomacy when dealing with the staff and public.

Typically, the above qualifications would be attained by:

An Office Administration Diploma and five years directly related administrative experience.

WORKING CONDITIONS

(Working Conditions identify the *unusual and unavoidable*, externally imposed conditions under which the work must be performed and which create hardship for the incumbent.)

Physical Demands

No unusual demands.

Environmental Conditions

No unusual demands.

Sensory Demands

No unusual demands.

Mental Demands

No unusual demands.

ADDITIONAL REQUIREMENTS

Position Security (check one)

- No criminal records check required
- Position of Trust – criminal records check required
- Highly sensitive position – requires verification of identity and a criminal records check